

SPECIAL CIRCUMSTANCE PASS FOR ONE YEAR

Information sheet

1. The Pass request must be in letter format, a sample is attached. Request is to be typed or hand written legibly.
2. Request must have original signature(s), **no copies or faxed signature(s) are allowed**.
3. Request must be hand-carried to 88 SFS Pass and Registration, Bldg 286, Mr. William Mahaney, for processing and electronic transmittal to Col. James E. Miner, 88MSG/CC, the approving authority. DO NOT mail the request. Mailed requests will be denied.
4. A copy of both the sponsor's government ID card (each side) and the recipient's driver's license (front side only) must accompany the request. If the social security number of the recipient is not on their driver's license, then please include it in your information. (The number will be used for official documentation purposes only and will not be printed on any pass.) **Only those individuals named in the letter will be allowed access to the base if approved by the Commander.** *Persons with a SCP are not authorized to act as sponsors and may not bring visitors on base.* Therefore, anyone in the vehicle as passenger must be listed on your request as "additional passenger" when coming on base. Any additions of individuals after the approval of the original request will require a new request being made and the approval process reinitiated. .
5. Your request must include an address and phone number of the requesting individual; as well as, the recipient of the pass. Once approved, **the person who is receiving the pass will be called to set up a time to come in and sign for it**. Please make sure that the current and valid registration and insurance card for the specific vehicle driven on base is in the vehicle. As of 3 Sep 07 WPAFB no longer requires decals or temporary passes for the vehicle. However, the local and state laws do apply and if the guards ask for these documents you are required to produce them for their review.
6. Justification should be as specific as possible and include as applicable:
The relationship between sponsor and pass recipient (daughter/son or caregiver, etc.) and if they live with the sponsor or live at separate locations; what specific areas and specific buildings need to have access to and why; and how often will you need to come on base (weekly, monthly). If you need the SCP for medical reasons, please list the medical conditions and if the person(s) being assisted can maneuver on their own once transported to the base or if their needs are such that they are unable to walk without assistance or if they are wheelchair bound and need assistance, etc. while on base. Please include a copy of medical memorandums from the doctor; memorandum from the DECA for those authorized to shop on base for their sponsor*; and a copy of Power of Attorney. If coming on the base to drop off or pick up prescriptions only for the sponsor who will not be with the visitor, then a notarized letter from the sponsor specifying the name of the visitor and why you need their assistance is required in order to get a day pass. If the visits are every 90 days to pick up prescriptions, a pass for 2 hours will be issued only. If the visitor is an ex-spouse or guardian of military dependent children with base privileges a day pass only will be issued as long as the children and their military ID cards are with the visitor or the visitor has Medical Power of Attorney for the children along with their military ID cards to pick up prescriptions. Otherwise the military sponsor of the children must submit a Special Circumstance Pass request for the mother or guardian of the children to bring them on base for their doctor appointments or prescriptions, or to attend MWR youth activity events on base. The pass will be specific as to the areas allowed so if the children also attend preschool or enrolled in

one of the child development centers, this information must be listed in the request. All required supporting documents must be attached to the request.

7. ****Please note:*** if you need to shop on base for your sponsor without the individual being present, please contact Base Services, Ms. Wanda Bishop, 257-7455, Bldg 70, Area C. Any authorization to shop in the BX and commissary must come from that office. Ms. Bishop requires a letter from the sponsor's doctor with the words "To shop for . . ." along with the names of those who will be doing the shopping and the sponsor's military ID card. The letter is to describe the medical reason for why the sponsor needs someone "to shop for" them and not to just provide assistance while they shop for themselves

Please note that this does not apply to dependents of divorced parents. Per DECA Directive 40-6 dated 5 Jun 07, "Children of divorced parents do not retain Commissary privileges unless they reside in the same household as the active-duty parent".

8. This Special Circumstance Pass authorizes the recipient and his/her vehicle to come on base only. In order to be authorized access to a specific building, you will need to contact that particular building manager. For example: Base Services in Bldg 70 is the authority for the commissary and BX.

9. Should the recipient of the pass be driving a car that is registered in someone else's name, it is recommended that a notarized letter from the person whose name is on the registration should be in the vehicle with the current registration and insurance card. This letter must include the name of the person allowed to use the vehicle to drive on base, the make, model, color, year, tag number, and vin# of the vehicle (to match info on registration) and must be signed/stamped by a notary public. This is no longer a requirement to drive the vehicle on base; however, it is recommended should you be asked to show proof of registration and insurance for the vehicle and your name is not on the registration or insurance.

10. A check of the base Suspended/Revocation/Barment list and the Ohio e-SORN list is required prior to approving the pass request and will be accomplished by this office.

11. If you have questions or concerns, please contact Mr. William Mahaney (Pass and Registration) at 937-257-3892 or email william.mahaney@wpafb.af.mil.